

Job Title: Policy Specialist, Long-Term Services & Supports – Quality, Accountability, and Innovation Unit

Summary: Under general supervision of the Director of Policy, Contracts, and Compliance – Quality, Accountability, and Innovation Unit

Distinguishing Features: An employee in this position will support the Director of Policy, Contracts, and Compliance through actively engaging in policy and program discussions, and researching and drafting policies and related documents focusing on long-term services and supports (LTSS) programs in Tennessee, including the responsibilities listed below.

State Classification: Attorney 2

Primary Roles and Responsibilities:

- Actively engage in program and policy discussions
- Research and draft policy documents relating to LTSS in Tennessee, including policies, protocols, and programmatic guidance and interpretation
- Develop an accessible system for documenting such guidance for internal and external stakeholders, as appropriate
- Develop and maintain subject matter expertise on LTSS programs and services in Tennessee, including expertise on current LTSS administrative rules and policies
- Track amendments to LTSS contracts and policy documents
- Assist with monitoring Managed Care Organization contract compliance
- Assist with the readiness review process for TennCare LTSS contractors
- Assist with review of MCO provider materials sent to the Department of Commerce and Insurance
- Attend meetings, webinars, and presentations to stay current on LTSS policy
- Other special projects as assigned

Minimum Qualifications:

Education and Experience:

- Bachelor's degree from accredited college/university and at least 2 years' professional experience
- Experience drafting policy documents
- Proven research skills
- Proven written and oral communication and presentation skills
- Proven technical skills (e.g. Microsoft Word, Excel, Outlook, PowerPoint, etc.)

Preferred Qualifications:

- Graduate degree in public policy, health care administration, or law
- Experience working in or with Medicaid or disability-related programs
- Strong work ethic and self-motivated with ability to work well on a team
- Organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines with minimal supervision
- Ability to adapt to changing priorities and deadlines

Qualified candidates should send their resume to Brice Rochelle at Brice.Rochelle@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.